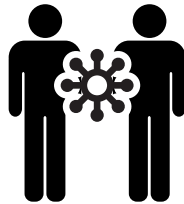


COVID-19 Preparedness and Response – Client/Visitor Guidelines

Varnum has adopted the following guidelines during the coronavirus pandemic to keep our clients, visitors, attorneys and staff safe and healthy.



Clients and visitors coming into any Varnum office should not be sick, have a fever over 100 degrees, or exhibit any other COVID-19 symptoms (e.g., cough, sore throat, shortness of breath, body aches).



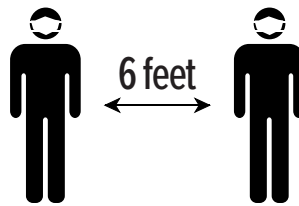
Visitors should not have had contact with a confirmed COVID-19 patient within the past 14 days.



Visitors should not have traveled outside the United States within the past 14 days.



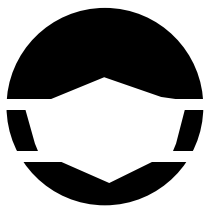
Upon arrival, visitors will be asked to complete a brief health assessment attesting to the above.



All Varnum offices have adopted social distancing practices, remaining six feet apart from others in the office, at all times.



Visitors and Varnum attorneys and staff should refrain from shaking hands or hugging.



Non-medical (including cloth) face masks are required in all shared areas of our office space, including the reception area, conference rooms, corridors and restrooms. Masks will be provided for those without one and should be worn during in-person meetings.

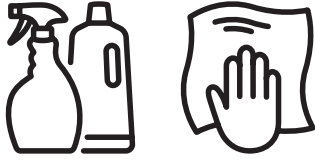


Traffic flow within parts of our offices is "one way" at the present time with posted signs. This helps to maintain social distancing.

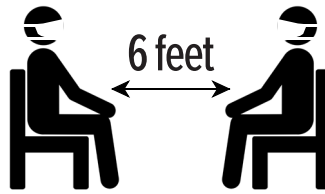


Frequent hand washing and sanitizing are required.

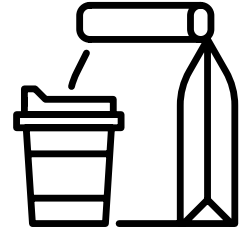
COVID-19 Preparedness and Response – Client/Visitor Guidelines



Disinfecting supplies are provided to wipe down frequently touched surfaces such as tabletops, chair arms, door handles and other items.



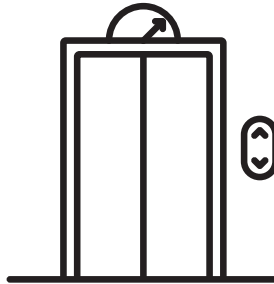
Meetings will take place in the largest conference rooms available, and participants should seat themselves at least six feet apart from one another.



Meeting catering will be limited and include individually packaged items. Please maintain social distancing when accessing food or beverages.



Visitors should be mindful of social distancing in restrooms. Face masks will be required.



Visitors should be mindful of social distancing in firm elevator lobbies. Building landlords have implemented elevator protocols that should be followed.



Be safe and healthy!